

DATE
14 May 1977

OUTLINE TO BE FOLLOWED IN SUBMITTING POSITION INFORMATION
TO THE CLASSIFICATION AND WAGE DIVISION

The responsibility of the writer of a position description is to prepare an objective, precise and complete word-picture of the work, which can be used for all administrative and operating purposes. This description should serve not only position classification, procurement, placement, promotion and other personnel administration purposes. It should also be useable for career services purposes, for the study of the organization structure and flow of work, and for the instruction, training and supervision of employees. The position description is also an official document supporting a pay-roll item and as such should be prepared as carefully and conscientiously as any other voucher. The following format should be followed as a guide to the kind of information needed, and to the manner in which this information should be organized. Items Number I to VIII are normally filled out by the incumbent of the position, although in the case of vacant positions the supervisor may prepare these. Items IX, X, and XI are to be developed by the supervisor.

I. Organization Mission and Position Summary

(State briefly what the immediate organization unit does and how the position in question being described fits in with the others, including a brief summary or description of the position which would permit quick comparison with others).

II. Nature and Variety of Duties

(List the different kinds of duties performed. Major tasks should be set forth as lead or flag sentences and sub-tasks or elements arranged underneath. Percent of time given to each major task should be indicated wherever practical).

III. Scope and Effect of Work

(Indicate impact of work performed, commitments made, decisions made. Stress factual data such as work units, budgetary expenditures, numbers, diversion of personnel, variety of functions in terms of measureable units to establish scope of work).

IV. Supervision

(Think of this in terms of supervision given and supervision received. Describe nature and extent of both. Describe kinds and levels of jobs held by subordinate employees. Explain guides such as regulations, procedures practices, manuals, and standards that affect work).

V. Mental Demands

(This factor should be described only when it is specially significant to an evaluation of the position. Initiative, originality and judgement requirements of the position should be stated such as; why, how often, and in what kinds of situations actions must be taken without specific instructions; responsibility for devising new ways of doing things; circumstances in which proper course of action must be selected from a number of possibilities).

VI. Personal Work Contacts

(This factor should be described only when it is specially significant to an evaluation of the position. Indicate contacts other than with supervisors or subordinates; indicate kinds and level of people contacted, frequency and purpose. Explain whether these contacts are to exchange information, to make explanations, to persuade others, or to take part in group action.

25 YEAR RE-REVIEW

VII. Special Considerations

(Specify any other factors which affect the responsibility or difficulty of the work, such as unusual security requirements, cover requirements, program responsibility or other considerations unique to the specific position, and describe same).

The following information should be prepared by the supervisor.

VIII. Job Progression

(Indicate the lines of promotion from and to the position with emphasis on type and level of related positions to which performance of duties would lead).

IX. Distinguishing Features

(Indicate the position title and grade level recommended, giving a brief statement on the features that distinguish the position from similar positions in the organization at the level below it and at the level above it).

X. Qualification Requirements

- A. Knowledge Requirements: Extent and degree of subject knowledge of a recognized discipline such as those of law, social science, or a practical knowledge of government, industrial or military operations, or type of Agency activity. Specific language knowledge requirements should be stated in terms of minimums based on the following scale (1) Native fluency in speaking, reading and writing; (2) Fluent speech but with foreign accent; (3) Reading knowledge sufficient to perform research involving scientific, military, telecommunications, or engineering vocabulary; (4) Sufficient knowledge to permit travel; (5) Limited knowledge such as might be obtained from college level courses. Specific area specialist knowledge should also be stated in terms of minimums based on the following scale; (1) General Area Specialist (2) Knowledge such as might be gained by residence or prolonged travel; (3) Knowledge such as might be gained by work in CIA, other government agencies, the Armed Services or in industry resulting in (a) Economic knowledge of an area, (b) geographic knowledge of an area, (c) Political or Sociological Knowledge of an area, (d) communication and transportation knowledge of an area, (e) Specific fields of scientific or technical knowledge concerning an area, (f) military knowledge of an area.
- B. Skills: Such as mechanical and clerical type skills where a sharply defined measure of proficiency is required.
- C. Abilities: Such as writing, memorizing, supervisory abilities which can be defined in terms of use to which they are put in the position.
- D. Work Experience and Education: The type, level and amount of work experience required by the position, and the formal education that can be substituted in whole or in part for such experience, or is required in addition to it.
- E. Physical Requirements: These may be stated only if physical demands exist in the position which are in excess of the average sedentary headquarters position.
- F. Personal Characteristics: As shown by interests and aptitudes required.
- G. Special Qualifications: Other qualifications of the position such as veterans status, licenses and the like.